DOCUMENT RESUME

ED 285 980 CE 048 168

TITLE	Home Economics. Arkansas Public School Course Content Guide.
INSTITUTION	Arkansas State Dept. of Education, Little Rock.
PUB DATE	[87]
NOTE	58p.; For related documents, see CE 048 166-171.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Child Development; Clothing Instruction; Consumer Education; Course Content; Daily Living Skills; Family Life; Food Service; Foods Instruction; Grade 8; *Home Economics; Home Management; Housing; Interpersonal Relationship; *Minimum Competencies; Nutrition; *Occupational Home Economics; Parenthood Education; Secondary Education; Skill Analysis; Skill Development; Skills; State Curriculum Guides; *State Standards
IDENTIFIERS	*Arkansas

ABSTRACT

This course content guide was developed in accordance with the Standards for Accreditation of Public Schools adopted by the Arkansas State Board of Education. The guide is offered as a framework upon which a curriculum can be built. Within each subject area, the content guide identifies skills at three instructional levels: basic, developmental, and extensions. The basic skills are those skills that all students must master and upon which the minimum performance test items are based. Extensions are suggested for those learners who have mastered the required basic and recommended developmental skills. Extensions stress the higher order thinking, processing, and problem-solving skills. These extensions suggest ways for the teacher to broaden student learning on grade level without introducing more basic skills from subsequent grade levels. This home economics guide lists skills for the following courses: comprehensive courses (personal living skills, eighth grade, home economics I and II, family living, and independent living); semester courses (child development, clothing and textiles, consumer education, foods and nutrition, housing, home furnishings, and equipment, human development, interpersonal relationships, parenting, and personal resource management); and occupational home economics (child care and guidance management services and food production, management, and services). (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED285980

A Kansas Public School
Course Content Guide

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

INTRODUCTION

The STANDARDS FOR ACCREDITATION OF PUBLIC SCHOOLS, adopted by the Arkansas State Board of Education, required the development of these course content guides. The Standards also required that essential skills be identified for each course taught in the public schools of Arkansas. Committees of classroom teachers, curriculum specialists, principals, superintendents, staff members from institutions of higher education and Department of Education personnel jointly identified the skills included in each of the guides.

These guides are offered as a framework on which a curriculum can be built; they should not be considered the complete (only) curriculum of a school. After adopting the guides and after careful planning, the local staff should extend them by developing teaching plans, identifying resources, selecting presentation methods and coordinating evaluative techniques with skills to be taught. From these expansions of the course content guides, a more complete curriculum guide can emerge.

Within each subject area and at each grade level, skills have been identified at three instructional levels: basic, developmental and extensions. The basic skills are those skills which all students must master. They are also the skills on which the Minimum Performance Test items are based. A comprehensive guide should exceed minimum levels of expectation. Developmental skills and extensions are also included.

Extensions are suggested for those learners who have mastered the required basic and recommended developmental skills. Extensions stress the higher order thinking, processing and problem solving skills. These extensions suggest ways for the teacher to broaden student learning on grade level without introducing more basic skills from subsequent grade levels.

The nature of some subject areas requires sequencing of skills. In those subject areas, skills are sequenced by grade level. Sequencing in some subject areas is left to the discretion of the school district and teachers.

The Student Assessment/Minimum Performance testing program coordinates with the statement of basic skills in the course content guides. The Minimum Performance Test measures mastery of basic skills. Promotion from the eighth grade will depend upon mastery of the basic skills listed in the five course content guides for reading, mathematics, language arts, science and social studies.

No curriculum should be considered static. Updating of the guides should be a continuous process. Responses from educators will help determine when revision is needed.

The Department and the State Board of Education recognize the outstanding work of those professional educators who have contributed to the development of these guides. Without their help, this work could not have been accomplished.

TABLE OF CONTENTS

COMPREHENSIVE COURSES		Pages
Personal Living Skills (Seventh/Eighth Grade)	Semester Course	1 - 3
Eighth Grade	One Year Course	4 - 7
Home Economics I	One Year Course	8 - 12
Home Economics II	One Year Course	13 - 16
Family Living	One Year Course	17 - 19
Independent Living	One Year Course	20 - 22

SEMESTER COURSES	
Child Development	23 - 24
Clothing and Textiles	25 - 27
Consumer Education	28 - 30
Foods and Nutrition	31 - 33
Housing, Home Furnishings, and Equipment	34 - 35
Human Development	36 - 37
Interpersonal Relationships	38 - 40
Parenting	41 - 42
Personal Resource Management	43 - 46

OCCUPATIONAL HOME ECONOMICS		
Child Care and Guidance Management and Services (Pre-employment Laboratory)	One Year Course	47 - 50
Food Production, Management, and Services (Pre-employment Laboratory)	One Year Course	51 - 54

Personal Living Skills

CARING FOR CHILDREN

10 Periods

Basic Skills

1. Name basic child-care procedures.
2. List safety precautions for caregivers and children.
3. List the major responsibilities of a caregiver and a parent in babysitting situations.

Developmental Skills

1. Select appropriate play materials for children.
2. Distinguish between child care and child guidance.
3. Discuss ethics for a person providing child care.
4. List some emergency situations that may arise when caring for children and list possible responses.
5. Discuss babysitting etiquette.
6. Describe how to obtain a babysitting job.

Extension Skills

1. Evaluate preparation needed for the job of babysitting.

CLOTHING AND TEXTILES

15 Periods

Basic Skills

1. List points to consider in clothing selection.
2. List tips for proper clothing care.
3. Identify and use basic sewing and pressing equipment correctly.
4. Demonstrate the ability to thread machine and bobbin correctly.

Developmental Skills

1. Interpret the meaning of care labels.
2. Construct a simple project.
3. Exhibit proper hand-sewing techniques.
4. Evaluate the appearance and workmanship of a sewing project.

Extension Skills

1. Use accessories to update clothing.
2. Report on current fashion techniques.
3. Demonstrate basic mending techniques.

FOODS AND NUTRITION

15 Periods

Basic Skills

1. Define the basic food groups and give daily requirements for teenagers.
2. Identify proper measuring techniques.
3. Define basic terms used in food preparation.
4. Identify basic kitchen equipment.
5. Interpret abbreviations used in recipes.

Developmental Skills

1. Identify safety hazards in the kitchen area.
2. Apply sanitary procedures in food preparation.
3. Select foods for a well-balanced meal.
4. Demonstrate basic table-setting techinques.
5. Prepare simple foods (snacks).

Extension Skills

1. Demonstrate the use and care of selected kitchen appliances.
2. Serve and eat prepared foods in a socially acceptable manner.
3. Record energy-saving practices in the kitchen area.
4. Practice menu planning/food selection for a well-balanced meal.

FUTURE HOMEMAKERS OF AMERICA

5 Periods

Basic Skills

1. Describe the relationship between the Future Homemakers of America organization and the home economics curriculum.
2. Describe the symbols of the organization.
3. List periodicals of the Future Homemakers of America.
4. Name the colors of the organization.

Developmental Skills

1. Discuss the history, motto, creed, and purposes of Future Homemakers of America.
2. Describe the need for parliamentary procedure.

Extension Skills

1. Recite the Future Homemakers of America creed.
2. Demonstrate the use of parliamentary procedure in a simulated chapter meeting.
3. Explore personal growth achievement activities.

RESOURCE MANAGEMENT

10 Periods

Basic Skills

1. Define terms involved with resource management.
2. Discuss ways personal living space can meet individual needs.
3. Recognize steps involved in making a spending plan.
4. Recognize reasons for good money management.

Developmental Skills

1. Prepare a personal spending plan.
2. Make a plan for sharing space cooperatively in the home.
3. Demonstrate the ability to perform simple household tasks.

Extension Skills

1. Apply comparative shopping techniques to selected personal items.

PERSONAL MANAGEMENT SKILLS/RELATIONSHIPS

20 Periods

Basic Skills

1. Define self-concept.
2. Define communication.
3. List factors which influence priorities.
4. List steps in the decision-making process.
5. Discuss physical, social, and emotional changes that occur during adolescence.
6. Discuss principles of good grooming.
7. Describe signs of good physical and mental health.
8. Discuss peers and peer pressure.

Developmental Skills

1. Identify ways to build a positive self-concept.
2. List ways to improve communication within families.
3. Name factors that affect personal decision making.
4. Discuss methods of coping with change.
5. Give examples of good health habits.
6. Rate personal grooming.
7. Discuss ways of coping with peer pressure.
8. Describe problems associated with substance abuse.

Extension Skills

1. Develop a plan for personality improvement.
2. Demonstrate good communication techniques.
3. Practice the decision-making process with a personal problem.
4. Discuss ways to develop positive peer pressure.
5. Develop a personal grooming plan.
6. Discuss ways to avoid use/abuse of substances such as cigarettes and alcohol.

8th Grade

CHILD DEVELOPMENT

15 Periods

Basic Skills

1. Explain basic child care procedures.
2. List ways to keep children safe.
3. List major responsibilities of a parent to a babysitter.
4. List the major responsibilities of a babysitter.
5. Define positive discipline.
6. Discuss what a babysitter should do in case of accidents and emergencies.
7. Identify characteristics of a good babysitter.
8. List jobs related to child care.

Developmental Skills

1. List the basic needs of children.
2. Select appropriate play materials for children of various ages.
3. Discuss proper use and care of play materials.

Extension Skills

1. Develop and use creative activities with children.
2. Make a "babysitting bag" of information that would be helpful to a babysitter.
3. Make a babysitter's "bag of tricks" suitable for entertaining children.

CLOTHING AND TEXTILES

40 Periods

Basic Skills

1. List basic reasons for dressing well.
2. List the advantages of planning ahead before shopping for clothing.
3. Name reasons for routine care of clothing.
4. Define terms found on clothing care labels.
5. Describe steps involved in laundering clothing.
6. List basic safety procedures to follow when sewing.
7. Identify and use basic sewing and pressing equipment.
8. Select and construct a simple sewing project.
9. Select suitable fabrics and notions for a simple sewing project.
10. List careers in clothing and textiles.

Developmental Skills

1. Discuss how clothing affects first impressions.
2. Describe appropriate types of clothing for specific occasions.

3. Compare procedures used in laundering minimum-care fabrics versus other fabrics.
4. Select colors, textures, and lines that are personally becoming.
5. Evaluate quality of construction of a completed project.
6. Demonstrate correct procedure for threading the sewing machine and threading the bobbin.

Extension Skills

1. Formulate reasons for considering upkeep, as it relates to cost, when buying a garment.
2. Develop a plan for seasonal care of clothing.
3. Construct an additional simple sewing project.

CONSUMER EDUCATION

15 Periods

Basic Skills

1. Name sources of personal income.
2. Describe needs and wants.
3. Define goals—long and short-term.
4. Identify types of advertising.
5. Explain how values influence consumer decisions.
6. List careers in consumer education.

Developmental Skills

1. List common goals shared by most individuals.
2. Discuss the decision-making process as it relates to consumerism.
3. Explain how advertising influences spending.
4. Develop a personal spending plan.

Extension Skills

1. Use and evaluate a personal spending plan.
2. Evaluate samples of advertising.

FAMILY RELATIONS

15 Periods

Basic Skills

1. Define self-concept.
2. List factors that affect self-concept.
3. Define communication.
4. List purposes of communication.
5. Identify steps in the decision-making process as they affect relationships.
6. Define family, personality, siblings, attitudes, values, and goals.
7. List the different types of families.
8. List careers related to family relations.

Developmental Skills

1. List characteristics of a positive self-concept.
2. Discuss elements of communication.
3. List factors that affect personal decisions.
4. Identify factors which affect attitudes, values, and goals.
5. Discuss effects of drugs, alcohol, and tobacco on the individual and the family.
6. Discuss parent-child and sibling relationships.
7. Name the functions of the family.
8. List causes of family crises and explain how they can be resolved.

Extension Skills

1. Complete a personality profile.
2. Given a situation, list positive communication skills that might be used.

FOODS AND NUTRITION

40 Periods

Basic Skills

1. Identify the basic four food groups.
2. List the six food nutrients.
3. Identify basic kitchen utensils and equipment.
4. Define basic cooking terms and abbreviations used in recipes.
5. Discuss methods of measuring liquid ingredients and dry ingredients.
6. Identify a nutritious snack.
7. Discuss basic table etiquette.
8. List careers related to foods and nutrition.

Developmental Skills

1. Identify possible safety hazards in the kitchen and formulate preventive measures.
2. Demonstrate proper use and care of selected appliances.
3. Apply principles of good personal hygiene and kitchen sanitation.
4. Demonstrate basic table-setting techniques.
5. Plan, prepare, and serve nutritious snacks.

Extension Skills

1. List ways of conserving energy in the kitchen.
2. Coordinate table appointments and centerpieces.
3. Plan, prepare, and serve simple meals.
4. Plan a menu for one meal, selecting foods which meet one-third of the daily nutritional requirements.
5. Demonstrate first aid procedures that should be followed in caring for injuries resulting from minor kitchen accidents.
6. Collect recipes for nutritious snack foods.

HOME MANAGEMENT

10 Periods

Basic Skills

1. Define resources and management.
2. List sanitation procedures to follow in caring for the home.
3. Distinguish between human and material resources.
4. Discuss basic principles of safety in the home.
5. Describe the steps involved in the management process.
6. List careers related to home management.

Developmental Skills

1. Distinguish between wants and needs.
2. Demonstrate the ability to perform simple household tasks.

Extension Skills

1. Survey personal living space in relation to basic safety and sanitation principles.
2. Formulate a plan for conserving resources in the home.

HOUSING

20 Periods

Basic Skills

1. Describe functions of a home.
2. List criteria for selecting and arranging simple accessories for the home.
3. Discuss factors that should be considered when arranging furniture.
4. List ways living space can be shared cooperatively.
5. List factors to consider when planning storage space.
6. List careers in housing.

Developmental Skills

1. Discuss ways of using color effectively in the home.
2. Make a plan to personalize living space.
3. Describe ways to increase storage capacity in a closet.
4. Discuss procedures involved in caring for personal living space.

Extension Skills

1. Evaluate a specific plan for sharing space cooperatively in the home.
2. Organize a storage area.

Home Economics I

CHILD DEVELOPMENT

15 Periods

Basic Skills

1. List major responsibilities of a caregiver and of a parent in a baby-sitting situations.
2. Name ways children learn.
3. Name basic needs of children.
4. Describe basic growth patterns of children.
5. Identify careers related to child development.

Developmental Skills

1. Discuss values of play for children.
2. Describe theories of discipline.
3. Distinguish between positive and negative approaches to discipline.
4. List major parenting responsibilities.
5. Explain the health and safety procedures necessary for care of children.
6. Identify the influence of heredity and environment on a child's development.
7. Give characteristics of safe, educational play materials.

Extension Skills

1. Design routines which meet the basic needs of children.
2. Discuss ways to stimulate and motivate children.
3. Relate how child-care skills apply to other occupations.
4. Develop and/or use creative activities with children.

CLOTHING AND TEXTILES

45 Periods

Basic Skills

1. List factors to consider in clothing selection.
2. Describe proper clothing-care techniques.
3. Utilize elements and principles of design in clothing selection.
4. Identify and use basic sewing and pressing equipment.
5. Thread sewing machine and bobbin correctly.
6. Determine pattern size.
7. Construct a simple garment using a pattern.
8. Name natural and man-made fibers.
9. Identify entry-level jobs related to clothing and textiles.

Developmental Skills

1. Calculate yardage for selected garment.
2. Choose appropriate pattern, fabric, and notions for selected garment.

3. Demonstrate proper hand-sewing techniques.
4. Evaluate garment according to basic construction techniques.
5. List specific information found on back of pattern envelope.
6. Discuss selection and use of clothing accessories.

Extension Skills

1. Make an additional garment.
2. Make simple garment alterations.
3. Relate clothing and textiles skills to other occupations.

HOME MANAGEMENT AND CONSUMER EDUCATION

10 Periods

Basic Skills

1. Explain the meaning of management.
2. List basic steps in problem solving.
3. Define credit.
4. Distinguish between needs and wants.
5. List sources of consumer protection.
6. Identify human and material resources.
7. List reasons for having insurance.
8. List careers related to management and consumer education.
9. Identify sources of income.

Developmental Skills

1. List basic banking services.
2. Demonstrate the proper procedure for writing a check and reconciling a bank statement.
3. Explain advertising influences on consumer choices.
4. Identify types of consumer credit.
5. Prepare a personal spending plan.
6. Describe the management needs for varied lifestyles and stages in the life cycle.

Extension Skills

1. Compare tasks of family members in varied family structures.
2. Analyze the interrelationship of employment and home management.
3. Describe skills and competencies needed for job success in jobs related to home management and consumer education.
4. Identify possible home emergencies and ways to cope with these emergencies.

FOODS AND NUTRITION

45 Periods

Basic Skills

1. Name basic food groups and daily requirements.
2. Define basic food preparation terms.
3. Identify proper measuring techniques.
4. State abbreviations and equivalents commonly used in recipes.
5. Plan an attractive, nutritious, and economical meal for a specific situation.
6. Identify basic kitchen appliances, equipment, and utensils.
7. Identify careers related to foods and nutrition.

Developmental Skills

1. Apply basic techniques of food preparation.
2. Plan a day's menu that will meet nutritional requirements for an active teenager.
3. Categorize specific foods into the basic food groups.
4. Identify the nutrients and their functions in the body.
5. Identify safety hazards and sanitary procedures in the kitchen area.
6. Select tableware and set a table for a given meal.
7. List types of meal service.
8. Write a recipe in correct format.
9. Plan, prepare and serve a breakfast or lunch.
10. Name factors to consider in menu/meal planning.
11. Apply basic principles of cookery to different types of food.

Extension Skills

1. Calculate cost per serving of specific foods.
2. Determine special dietary needs.
3. Compare food labels to determine nutritional value.
4. Convert recipes to both larger and smaller quantities.
5. Evaluate personal food habits.

FAMILY/INDIVIDUAL HEALTH

15 Periods

Basic Skills

1. List characteristics of a healthy person.
2. Define heredity, environment, personality, and attitude.
3. Name the stages of the life cycle.
4. List major physical changes that occur during adolescence.
5. Identify habits which have a positive or negative effect on personal health.
6. List jobs related to health care.

Developmental Skills

1. Describe adjustments to long-term health problems.
2. Discuss physical changes which may occur in each stage of the life cycle.
3. List ways to meet emotional, physical, and mental needs of family members.

Extension Skills

1. Analyze the trend toward do-it-yourself health care.
2. Evaluate factors affecting family health decisions.

FUTURE HOMEMAKERS OF AMERICA

5 Periods

Basic Skills

1. Name the reasons for belonging to Future Homemakers of America.
2. Name the organizational levels of Future Homemakers of America.
3. Describe the relationship between the Future Homemakers of America organization and the home economics curriculum.
4. State the overall goals of the organization.

Developmental Skills

1. Discuss the relationship of FHA and HERO chapters to the curriculum and to each other.
2. Discuss the history, motto, creed, and purposes of Future Homemakers of America.
3. Describe the need for parliamentary procedure.

Extension Skills

1. Use the planning process to plan an individualized project.
2. Demonstrate the use of parliamentary procedure in a simulated chapter meeting.

HOUSING

15 Periods

Basic Skills

1. Discuss human needs to consider when arranging personal living space.
2. List the principles and elements of design.
3. Discuss guidelines for furniture arrangements.
4. List daily, weekly and seasonal household chores.
5. Name careers related to housing and home furnishings.

Developmental Skills

1. Explain principles for the selection of furniture.
2. Make a plan for personalizing a living space.
3. List safety features of a home.
4. Discuss principles and elements of design as related to housing.
5. Name factors to consider when selecting accessories for the home.
6. Identify basic color schemes.

Extension Skills

1. Construct a simple accessory for the home.
2. Evaluate methods of energy and water conservation used in the home.

RELATIONSHIPS

15 Periods

Basic Skills

1. Define self-concept.
2. Define communication.
3. List types of family structures.
4. List outside influences that may change a family's life-style.
5. List careers related to family life and personal relationships.
6. Identify socially acceptable behavior.
7. State ways peers influence relationships.

Developmental Skills

1. Discuss differences between positive and negative self-concept.
2. Explain how communication affects relationships.
3. Discuss peers, peer pressure, and ways of coping.
4. Describe the functions of dating.
5. List rights and responsibilities of various family members.

Extension Skills

1. Compile a list of ways to improve peer relationships.
2. Evaluate the effects of career choices on the family.

HOME ECONOMICS OCCUPATIONS

Basic Skills

1. Name six home economics occupational areas.
2. Name sources of information on job openings.
3. Discuss factors to consider when making a job choice.
4. List personal habits associated with job success.
5. List entry level jobs that could be obtained using skills learned in home economics.

Developmental Skills

1. Evaluate personal abilities.
2. Discuss personal grooming skills necessary for job success.
3. Discuss the effect of personality traits and attitudes on job success.
4. Complete an employment application form.
5. Discuss job opportunities in the local area that require skills developed in home economics.

Extension Skills

1. Investigate a home economics occupation.
2. Chart personal career goals.

Home Economics II

CHILD DEVELOPMENT

15 Periods

Basic Skills

1. Discuss factors to consider in preparation for parenthood.
2. List types of child-care services.
3. Identify characteristics contributing to effective parenting.
4. Identify factors affecting prenatal development.
5. List principles of development (including physical, emotional, social, and intellectual) of the child through age 12.
6. List causes (physical and environmental) of birth defects.
7. List careers in the field of child development.

Developmental Skills

1. Discuss the legal and/or negotiable rights of working parents.
2. Identify nurturing techniques for children with special needs.
3. Evaluate methods to help children cope with crises.

Extension Skills

1. Explore parenting choices.
2. Investigate career opportunities and qualifications for employment in child care servies.

CLOTHING AND TEXTILES

40 Periods

Basic Skills

1. List principles of wardrobe management.
2. Select pattern, appropriate fabric and notions for a garment.
3. Construct a garment using construction techniques which build on previous learnings.
4. Describe principles and elements of design as related to clothing.
5. Relate characteristics of natural and synthetic fibers and blends to use and care.
6. List careers in the field of clothing and textiles.

Developmental Skills

1. Analyze pattern alteration needs and make appropriate adjustments.
2. Identify factors to consider in planning and managing a clothing wardrobe.
3. Describe methods of producing various fabrics and their finishes.
4. Evaluate construction techniques from a set of criteria.

Extension Skills

1. Make alterations in a garment to extend its usefulness.
2. Adapt/alter clothing for persons with special needs.
3. Investigate career opportunities relating to the area of clothing and textiles.

CONSUMER EDUCATION/HOME MANAGEMENT

15 Periods

Basic Skills

1. List reasons for using credit.
2. List types of personal and family insurance available.
3. Identify types of taxes individuals pay.
4. Explain the effects of values and goals on home management.
5. Identify the changing roles and responsibilities of family members in home management.
6. List careers related to consumer education and home management.

Developmental Skills

1. List consumer rights and responsibilities.
2. Compute sales tax for a given situation.
3. Using the decision-making process, design a spending plan.
4. Discuss consumer protection laws.
5. List types and functions of financial institutions.
6. Compute cost of credit for a given situation.
7. List advantages and disadvantages of various types of insurance.
8. Name basic benefits and services provided by Social Security and other agencies.
9. List sources of credit.
10. Explain the value of the home computer in management of the home.

Extension Skills

1. Modify a sample budget to meet specific needs.
2. Collect and evaluate warranties.
3. Compare functions of various financial institutions.
4. Complete a sample credit application.
5. Analyze advertising techniques of mass media.
6. Compile information about legal documents which should be kept by individuals and families.
7. Structure a plan for dealing with home management emergencies.
8. Demonstrate use of the home computer in the area of consumer education and home management.

FOODS AND NUTRITION

45 Periods

Basic Skills

1. Name the nutrients.
2. Name factors to consider in buying and storing selected foods.
3. List basic cooking methods.
4. Plan an attractive and nutritious meal for a given situation.
5. Discuss proper selection, use, and care of small appliances.
6. List basic rules of sanitation and safety in the kitchen.
7. List careers in the field of foods and nutrition.
8. Plan the table setting for a designated menu.

Developmental Skills

1. Discuss the functions of the nutrients.
2. List a variety of ways to prepare foods in each of the basic food groups.
3. Plan, prepare and serve a variety of foods including meats, yeast breads, casseroles and pastries.
4. Evaluate various types of diets, both fad and therapeutic, for their effect on health.

Extension Skills

1. Compare cost/nutritional value of various food choices.
2. Describe methods of home food preservation.
3. Identify meat as tender or less tender according to bone shapes.
4. Compare the results of preparing two or more different qualities of ground beef.
5. Demonstrate the functions of specialty kitchen equipment.
6. Research foods from other cultures.
7. Investigate career opportunities relating to the area of foods and nutrition.

HOUSING, HOME FURNISHINGS, AND EQUIPMENT

20 Periods

Basic Skills

1. Identify types of housing.
2. List human needs influencing housing choices.
3. Define legal terms relating to housing.
4. Identify energy needs and ways of conserving energy.
5. Describe principles of room planning.
6. List factors to consider when purchasing equipment for the home.
7. Identify factors to consider when selecting and arranging furniture.
8. Describe the principles and elements of design as they relate to interior decorating.
9. Identify different types of home ownership and the advantages of each.
10. List factors to consider when deciding whether to rent or buy.

Developmental Skills

1. Classify housing needs according to stages of the family life cycle.
2. Evaluate a floor plan.
3. Discuss housing choices based on one's needs, values and resources.
4. Describe the influence of background elements to the total atmosphere of a room.

Extension Skills

1. Compile and analyze information concerning leasing and purchasing.
2. Compare energy costs for appliances.
3. Identify architectural styles of houses.
4. Design a house plan.
5. Calculate housing costs (use a computer if available).
6. Research careers in housing, home furnishings and equipment.

RELATIONSHIPS

20 Periods

Basic Skills

1. Define relationship, conflict and crisis.
2. Name kinds of relationships.
3. Distinguish between characteristics of love and infatuation.
4. List sources for assistance in times of crises.
5. List careers relating to family relations.

Developmental Skills

1. Discuss ways relationships fulfill needs.
2. Name factors affecting family relationships.
3. List constructive and destructive results of conflict.
4. Identify constructive ways to disagree.
5. Identify different lifestyles.
6. List factors to consider when choosing a mate.
7. Identify State laws and regulations relating to marriage.
8. Outline adjustments necessitated by marriage.
9. List ways to deal with crises.
10. Identify problems which may cause stress.

Extension Skills

1. Using case studies, evaluate reactions to crises.
2. Compare legal requirements for marriage among various states.
3. Investigate a career relating to family relationships.

FUTURE HOMEMAKERS OF AMERICA

For unit on Future Homemakers of America, refer to that section included in Home Economics I.

Family Living

CHILD DEVELOPMENT

20 Periods

Basic Skills

1. Name responsibilities of parents.
2. List basic needs of children.
3. Identify factors which contribute to the physical, social, emotional and intellectual development of children.
4. List ways children learn.
5. Identify types of child care services.

Developmental Skills

1. Describe appropriate child care services.
2. Identify characteristics of a good caregiver.
3. Explain methods of discipline.
4. Describe health and safety procedures necessary for the care of children.

Extension Skills

1. Evaluate methods used to help children cope with crisis situations.
2. Calculate the cost of having and rearing a child.

CLOTHING AND TEXTILES

25 Periods

Basic Skills

1. Identify factors affecting clothing decisions.
2. Discuss appropriate clothing for specific occasions.
3. Describe clothing-care information found on labels.
4. Explain proper care and maintenance of clothing.
5. List factors to consider when selecting ready-made garments.

Developmental Skills

1. Estimate the seasonal cost of family clothing.
2. Give guidelines for selection and use of laundry products and equipment.
3. Explain ways of conserving energy in clothing care.
4. Demonstrate correct laundry procedures for garments made from different types of fabric.

Extension Skills

1. Investigate care and maintenance costs of family clothing.
2. Repair a garment.
3. Describe clothing needs for family members at specific periods of the life cycle.
4. Analyze clothing needs for handicapped person.

CONSUMER EDUCATION

25 Periods

Basic Skills

1. Define consumer, needs, wants, values, goals and credit.
2. List resources available to families.
3. List characteristics of a wise consumer.
4. Name factors that influence the use of family income.
5. Discuss reasons for saving.
6. Define a financial plan.

Developmental Skills

1. Explain how resources affect consumer choices.
2. Describe how stages in the family life cycle affect the use of credit and other economic decisions.
3. Identify agencies that are concerned with protecting consumers.
4. Explain how advertising may influence family spending.
5. Identify types of saving and investment plans available.
6. Match types of insurance to correct definitions.
7. Arrange, in order, the steps in making a consumer complaint.

Extension Skills

1. Compare the cost of different types of credit.
2. Investigate ways consumers abuse credit.
3. Assess the Fair Credit Reporting Act.
4. Research and make a report to prepare and analyze a family budget.
5. Use a computer program to prepare and analyze a family budget.

FOODS AND NUTRITION

30 Periods

Basic Skills

1. List the six food nutrients.
2. Name the basic four food groups and give daily requirements for children, teens and adults.
3. List factors to consider when buying food.
4. List guidelines that should be followed when storing food.

Developmental Skills

1. Describe nutritional requirements for individuals with special health needs.
2. List points to consider when deciding to eat away from home.
3. Identify local, state and federal agencies that are concerned with the protection of food.
4. Evaluate personal food habits.

Extension Skills

1. Survey food habits of teenagers.
2. Evaluate school lunch and fast food menus for nutritional value.
3. Plan diets for individuals with special nutritional needs.

HOME MANAGEMENT

10 Periods

Basic Skills

1. Identify the meaning and purposes of management.
2. List environmental influences on home management.
3. List resources available to assist families in managment of the home.

Developmental Skills

1. Describe the effect of values and goals on the management process.
2. Evaluate influences on management practices.
3. Identify roles of family members in home management.

Extension Skills

1. Make a plan to reorganize a specific work area in the home for more efficient use of time and energy.

HOUSING

25 Periods

Basic Skills

1. List individual and family needs influencing housing choices.
2. Identify housing trends.
3. Describe factors influencing housing decisions.
4. Define legal terms related to housing.
5. List the advantages and disadvantages of renting, leasing and/or buying.
6. List ways of conserving energy in the home.
7. State guidelines used in home decorating.
8. Discuss principles for the selection and maintenance of home furnishings.
9. Discuss care and maintenance of a home.

Developmental Skills

1. Demonstrate care and repair techniques of selected home furnishings.
2. Develop a plan for daily, weekly and seasonal care of the home.

Extension Skills

1. Evaluate a floor plan for a home.
2. Calculate housing costs (use computer if available).
3. Research a career in housing.

HUMAN DEVELOPMENT

20 Periods

Basic Skills

1. Define self-concept, attitudes, and behavior.
2. Define states of human development.
3. Name steps in the decision-making process.

Developmental Skills

1. List influences which can direct or change the development of self.
2. Describe the characteristics of a self-accepting person.
3. List stages in the family life cycle.
4. List factors to consider when selecting a job or career.
5. List reasons for planning use of leisure time.

Extension Skills

1. Analyze self-concepts, how they develop, and how people protect them.
2. Research a career in human development.
3. Plan new ways that family members can use leisure time together.

Independent Living

CLOTHING AND TEXTILES

40-45 Periods

Basic Skills

1. State reasons for dressing appropriately.
2. Explain purposes of a clothing inventory.
3. Select correct laundry procedures for given articles.
4. Identify careers related to clothing and textiles.

Developmental Skills

1. List steps to follow in altering the hem of a garment.
2. Demonstrate techniques for mending and repairing clothing.
3. Construct a simple sewing project.
4. List factors to consider when making clothing purchases.
5. List tips for saving money when purchasing clothing.
6. Match stain removal techniques to stains.
7. Describe pressing and ironing techniques.

Extension Skills

1. Compare prices of a variety of laundry detergents.
2. Compare cost and effectiveness of laundry products used for special treatments.
3. Interview persons employed in the clothing industry.

CONSUMER EDUCATION

20-25 Periods

Basic Skills

1. Explain the difference in financial planning and budgeting.
2. Relate the decision-making process to consumer education.
3. Name sources of consumer protection.
4. List factors that influence consumer choices and use of personal income.
5. List guidelines for shopping.
6. Define insurance.

Developmental Skills

1. Describe types of advertising appeals.
2. Match types of consumer fraud to descriptions.
3. Give examples of planned and impulsive buying.
4. Arrange, in order, steps to be followed in making a consumer complaint.
5. List steps to follow in making a spending plan.
6. List three basic types of insurance.

Extension Skills

1. Develop a personal spending plan.
2. Compare cost and coverage of insurance from different insurance companies.

FOODS AND NUTRITION

35-40 Periods

Basic Skills

1. List basic food groups and daily requirements.
2. Define nutrition.
3. Identify proper measuring techniques.
4. Identify sanitation and safety procedures which should be used when handling food.
5. Identify food-service careers.

Developmental Skills

1. Plan a food budget for a single person.
2. Identify supermarket strategies for the individual.
3. Plan, prepare and serve specific types of meals and snacks.
4. Explain table settings and food service for different occasions.
5. Explain use and care of kitchen appliances, equipment and utensils.
6. List qualifications for careers in food service.

Extension Skills

1. Explain how labeling, open dating and unit pricing are useful to consumers.
2. Evaluate daily food intake by use of computer analysis.
3. Plan and prepare a meal using equipment other than the standard range.

HOME MANAGEMENT

10-15 Periods

Basic Skills

1. Define management.
2. Make a list of home management tasks.
3. List ways to effectively manage personal energy and time.

Developmental Skills

1. Compile a list of personal resources which can be managed to reach goals.
2. Make a time-task schedule for reaching a goal.
3. List management practices which conserve personal energy.
4. Discuss use of energy to avert or control fatigue due to boredom or frustration.
5. Relate the importance of communication to family management practices.

Extension Skills

1. Analyze personal use of time and energy.
2. Write a management plan for accomplishing a goal; prioritize steps and list resources you will use.

HOUSING

15-20 Periods

Basic Skills

1. List individual needs which influence housing choices.
2. State principles to be used in selection of home furnishings.
3. Recognize approximate energy costs for personal housing.
4. List ways of conserving energy in the home.
5. Identify careers in housing.

Developmental Skills

1. Describe care of selected home furnishings.
2. List advantages and disadvantages of renting, leasing or buying housing.
3. State principles to be used in decorating personal living space.
4. Compare methods of moving.
5. Compare energy costs of appliances.
6. Define terms commonly used in lease agreements.

Extension Skills

1. Design a plan for personalizing living space.
2. Construct a simple home accessory.
3. Explore career opportunities in housing.

HUMAN DEVELOPMENT

15-20 Periods

Basic Skills

1. Define needs, values, and goals.
2. List the steps in the decision-making process.
3. Define life cycle.

Developmental Skills

1. Discuss wise use of leisure time.
2. List the stages in the life cycle.
3. List factors to be considered when selecting a job or career.
4. List characteristics of each stage of the life cycle.
5. List needs in each stage of the life cycle.

Extension Skills

1. Explore ways to spend leisure time throughout the life cycle.
2. Explore career opportunities in various fields.

Child Development

PARENTING

Basic Skills

1. Name the responsibilities and rights of parents and children.
2. Distinguish between positive and negative approaches to discipline.
3. List criteria for selecting child-care services.
4. Describe health and safety procedures necessary in caring for children.
5. List factors to consider in the selection, use, and care of toys and other play materials.
6. Identify factors to consider when planning and preparing for parenthood.
7. Distinguish between discipline and punishment.

Developmental Skills

1. Discuss methods and principles of discipline.
2. Identify methods of coping with crisis situations.
3. Discuss ways of working with children with special needs — gifted; handicapped.

Extension Skills

1. Develop creative experiences and activities for children.
2. Investigate the cost of having and rearing a child.

CHILD DEVELOPMENT

Basic Skills

1. List the signs of pregnancy.
2. Name stages of child development.
3. Identify physical, emotional, intellectual and social needs of children.
4. Name factors that influence child development.
5. List the stages of prenatal development and special care required.

Developmental Skills

1. Identify factors influencing behavior of children.
2. Recognize characteristic stages of physical, intellectual, social, and emotional development.
3. Select play activities appropriate for different stages of child development.
4. Explain methods of discipline.

Extension Skills

1. Develop creative activities that may be used with the exceptional child.
2. Plan recreational activities for children which will promote a specific type of development.
3. Survey available birthing choices.

CAREERS

Basic Skills

1. List types of child-care services.
2. Name careers related to child care.

Developmental Skills

1. List competencies needed by child-care workers.

Extension Skills

1. Describe job and career ladders in child development.
2. Explore careers in child-care services.
3. Relate child development skills to other occupations.

Clothing and Textiles

CLOTHING SELECTION

Basic Skills

1. Define social, psychological, physiological, and aesthetic aspects of clothing.
2. Identify factors which influence clothing selection and wardrobe planning.
3. List points to consider when determining quality in clothing.
4. Name factors which determine suitability of a garment for the individual.

Developmental Skills

1. Discuss historical influences on fashions.
2. List factors which determine clothing needs of various family members.
3. Tell how the elements and principles of design may be related to clothing selection.
4. Give guidelines for selecting accessories which enhance a clothing ensemble.

Extension Skills

1. Tell how clothing and textiles relate to energy management.
2. Develop a basic wardrobe plan.
3. Select accessories appropriate for specific clothing ensembles and activities.

CLOTHING CONSTRUCTION

Basic Skills

1. Determine pattern style and size to meet individual wardrobe needs.
2. Select appropriate fabric and notions for a specific pattern.
3. Identify basic sewing and pressing equipment.
4. Explain the use and care of basic sewing and pressing equipment.
5. Demonstrate proper techniques for placing of pattern, cutting out a project, and transferring pattern markings.
6. Complete a construction project which includes construction techniques appropriate to personal level of ability.

Developmental Skills

1. Alter pattern/garment as needed for proper fit.
2. Demonstrate proper matching of plaids and seaming of napped fabrics.
3. Discuss the need for compatibility of interfacing, notions, fabrics, and patterns.
4. Evaluate garments according to basic construction techniques.

Extension Skills

1. Use a special clothing-construction technique.
2. Utilize a quick clothing-construction technique.
3. Apply a tailoring technique.
4. Apply a couturier-finishing technique.
5. Recycle a garment which has become unwearable.
6. Explore the effects of new technology on clothing and textiles.

CLOTHING CARE

Basic Skills

1. Describe proper clothing-care techniques.
2. Name factors which determine the kind of care needed by specific clothing items.
3. List clothing-care information required and/or found on clothing labels and hang tags.

Developmental Skills

1. Demonstrate techniques for mending or repairing a garment.
2. Apply proper stain-removal techniques.
3. Identify clothing-care products and give use of each.
4. Identify small equipment and storage accessories that may aid in care of clothing.

Extension Skills

1. Plan seasonal storage of clothing.

CAREERS IN CLOTHING

Basic Skills

1. List careers related to the clothing industry.
2. Identify clothing-related jobs and careers available in the local trade area.

Developmental Skills

1. Name personal qualities and skills needed for specific clothing-related jobs.
2. Describe responsibilities of a specific job in the field of clothing and textiles.
3. Discuss careers and occupational opportunities in clothing and textiles.

Extension Skills

1. Outline career ladders in the field of clothing and textiles.
2. Compose a job description for a specific clothing and textiles job.
3. Develop a plan for starting a clothing construction, repair, or retail fashion business.

TEXTILES

Basic Skills

1. Name natural fibers.
2. List synthetic fibers.
3. Name finishes applied to fabrics.
4. Tell uses for textiles other than for clothing.

Developmental Skills

1. Describe processes for making fibers into yarn.
2. Give basic methods for making yarn into fabric.
3. Summarize the characteristics of various natural and synthetic fibers.
4. Explain how color is applied to fabric.
5. Match fabric finishes to characteristics.

Extension Skills

1. Test fabrics for fiber content using the burn test.
2. Prepare a glossary of textile terms.
3. Create a woven-in design.
4. Apply a design to a piece of fabric.

CLOTHING AND TEXTILES AND THE ECONOMY

Basic Skills

1. Identify laws, policies, and regulations related to the clothing and textiles industry.
2. Describe the relationship between the clothing and textiles industry, the consumer, and the economy.

Developmental Skills

1. List responsibilities of consumers to clothing and textiles manufacturers and retailers.
2. Name factors which affect buying habits of clothing and textile consumers.
3. Define fashion terms.

Extension Skills

1. Discuss the major centers of activity in the fashion apparel industry.

Consumer Education

CONSUMER DECISION MAKING

Basic Skills

1. Define consumer.
2. Distinguish needs and wants.
3. Identify values and goals.
4. Arrange, in order, the steps in decision making.

Developmental Skills

1. State the role of the consumer.
2. Apply the decision-making process to a given consumer problem.
3. Classify consumer needs and values according to the stages of the family life cycle.

Extension Skills

1. Analyze how decisions and goals are affected by available resources.
2. Contrast how decisions that require deliberation differ from decisions which are handled by habit.

CONSUMER SPENDING

Basic Skills

1. List principles of wise buying.
2. Explain the purposes of advertising.
3. Discuss consumer rights and responsibilities.
4. List common types of consumer fraud.

Developmental Skills

1. Identify factors to consider when buying clothing, housing, food, transportation and recreation.
2. Describe advertising techniques.
3. Explain common types of consumer fraud.
4. List elements of a contract.
5. Identify the legal forms of a contract.
6. Explain types of warranties.
7. List consumer protection laws.
8. Analyze guarantees and warranties.
9. List ways consumers may avoid fraud, deception and quackery.
10. Identify influences on consumer spending.

Extension Skills

1. Write a letter of complaint.
2. Prepare a list of state laws and regulations that protect consumers.
3. Collect samples and prepare a display of various types of advertising.
4. Use a computer program to prepare and analyze a budget.
5. Use a computer program to make an investment and follow its progress.

FINANCIAL PLANNING AND BUDGETING

Basic Skills

1. Define budget, credit.
2. List sources of income throughout the life cycle.
3. List sources of credit.
4. Identify financial institutions.
5. Name reasons for saving.
6. Identify kinds of taxes the consumer pays.
7. Identify careers related to consumer education.

Developmental Skills

1. Prepare a financial plan.
2. Describe advantages and disadvantages of credit.
3. Define credit terms.
4. Discuss forms of credit.
5. Describe services provided by various financial institutions.
6. Write a check and complete a deposit slip.
7. Match savings and investment terms with their definitions.
8. Identify methods of investing savings.
9. Translate into your own words the definitions of insurance terms.
10. Discuss types of insurance.
11. Explain basic benefits and services provided by Social Security.
12. Explain tax obligations and benefits.
13. Complete a credit application.

Extension Skills

1. Maintain and analyze a spending record for a specific time period and report results.
2. Compute the cost of some forms of credit.
3. Reconcile a bank statement.
4. Chart the growth and decline of an investment for a specified time.
5. Determine and list the insurance needs and the cost of insuring a particular family or individual.
6. Complete the Federal Income Tax short form for a given situation.
7. Evaluate credit contracts.
8. Complete tax records.
9. Describe skills and competencies needed in jobs and careers related to consumer education.

ECONOMIC SYSTEMS AND THE CONSUMER

Basic Skills

1. Identify economic terms.
2. List types of economic systems.

Developmental Skills

1. Describe types of economic systems.
2. List ways our lives are affected by economic conditions.

Extension Skills

1. Explain current issues which have an effect on the American consumer and economy.
2. Contrast consumer problems of today with consumer problems of 1900.

CAREERS IN CONSUMER EDUCATION

Basic Skills

1. List careers related to consumer education.
2. List jobs and careers where a knowledge of money and finances is required.

Developmental Skills

1. Describe skills and competencies needed in jobs and careers related to consumer education.

Extension Skills

1. Research a career related to consumer education.

Foods and Nutrition

NUTRITION

Basic Skills

1. List the basic food groups and daily requirements for teens and adults.
2. Name the basic nutrients and state one function of each.
3. Define nutrition.

Developmental Skills

1. Describe how lifestyles affect nutrition and health.
2. Identify food-related health problems.
3. Plan meals to meet daily nutritional needs of a family.
4. List factors to consider in evaluating the nutritional quality of weight control diets.
5. Relate food preferences, nutritional needs and digestive conditions to the aging process.

Extension Skills

1. Appraise food fads, use of additives and statements about food contaminants.
2. Separate truths from false claims for food fads and additives.
3. Evaluate nutritional value of daily food intake through use of computer analysis.
4. List the daily requirements from each of the basic food groups for toddlers through preteens.
5. Report on special diets prescribed for specific health conditions.

MANAGEMENT

Basic Skills

1. Describe appropriate food storage.
2. List principles of meal management.
3. List sanitation and safety procedures for food handlers.

Developmental Skills

1. Define kitchen work centers and label the work triangle in various floor plans.
2. List types of kitchen layouts.
3. Plan time and work schedule for preparation of a meal.

Extension Skills

1. Explain ways principles of meal management can be accomplished.
2. Research basic first aid for common kitchen-related accidents.
3. Relate personal resources to meal planning and preparation.
4. Plan a menu for a special occasion; include a food budget and time management plan.

PREPARATION AND SERVING

Basic Skills

1. Identify measuring equipment used for dry ingredients and for liquid ingredients.
2. State abbreviations commonly used in recipes.
3. Identify basic kitchen tools and equipment.
4. Plan and prepare an attractive, nutritious and economical dinner.
5. List basic table manners.

Developmental Skills

1. Prepare foods from each of the food groups.
2. Describe specified methods of preparing foods in each of the basic good groups.
3. Evaluate food laboratory experiences.
4. List basic factors to consider for planning, preparing and serving foods for special occasions.
5. Demonstrate place settings for specific menus and meal service.
6. Describe appropriate table etiquette.

Extension Skills

1. Research and report on methods of gourmet cooking.
2. Exhibit cake decorating skills.
3. Experiment with foreign cookery.

CONSUMER

Basic Skills

1. Calculate cost per serving of selected food items.
2. List factors to consider in buying and storing foods from each food group.

Developmental Skills

1. List factors to consider when purchasing kitchen appliances and equipment.
2. Compare cost per serving of given foods.
3. Explain ways consumers can benefit from using food lable information, open dating, unit pricing and generic products.

Extension Skills

1. Report on trends and technological advances in one or more types of kitchen appliances.
2. Compare costs and features of basic appliances needed in a kitchen.
3. Compare a variety of models of similar appliances for energy efficiency.
4. List factors to consider when purchasing different kinds of dinnerware, glassware and flatware.

EATING AWAY FROM HOME

Basic Skills

1. List guidelines for meeting nutritional needs when eating away from home.
2. List guidelines for tipping and paying at a variety of eating establishments.
3. List ways eating away from home helps solve meal management problems.

Developmental Skills

1. List guides for making menu choices for persons on weight-loss diets.
2. Explain why restaurant foods are often high in calories and salt.
3. Discuss how to make a complaint about food or service at a restaurant.
4. Describe procedure for placing an order in a restaurant.
5. Define restaurant terms used to describe preparation and service of foods.

Extension Skills

1. Compare the cost of a meal eaten away from home to preparing the same meal at home.
2. Report on research or a media feature concerning salt and fat content of menu items at fast food restaurants.
3. Interview the management or owner of an eating establishment about providing customer services, maintaining sanitation standards, preparing foods, or managing and/or owning an eating establishment.

CAREERS

Basic Skills

1. List jobs and careers where a knowledge of nutrition is beneficial or required.
2. List jobs and careers in food preparation.

Developmental Skills

1. Name careers in foods which require more than on-the-job training.
2. Briefly describe State laws and regulations affecting food preparation and services.
3. Explain what a food franchise business is and give examples.

Extension Skills

1. Research a career in the area of foods and nutrition.
2. Explain methods used in marketing and distributing foods.
3. Discuss new technologies in the food industry.

Housing, Home Furnishings and Equipment

HOUSING NEEDS

Basic Skills

1. List individual and family needs influencing housing choices.
2. Name steps involved in buying a home.
3. List advantages and disadvantages of renting, leasing and buying.
4. List storage needs in a home.

Developmental Skills

1. Identify past, present and future housing trends.
2. Describe financial and legal commitments involved in buying a home.
3. Compare methods of moving.
4. List factors to consider in the selection of a location for living.

Extension Skills

1. Apply the decision-making process to housing choices.
2. Figure housing costs (use a computer if available).

CONSTRUCTION

Basic Skills

1. Identify energy conservation measures in home design, construction and equipment.
2. Identify common terms used in housing construction.

Developmental Skills

1. List principles involved in evaluating floor plans and blueprints.
2. List some safety measures used in the home.
3. Identify styles of architecture.

Extension Skills

1. Evaluate a blueprint or floor plan.
2. Explain the meaning of symbols and abbreviations used in blueprints or work drawings.

FURNISHINGS AND DESIGN

Basic Skills

1. Define principles and elements of design as related to housing.
2. List guidelines to be used in the selection and arrangement of furniture.
3. Describe care and repair techniques for home furnishings.
4. List factors to consider when selecting major appliances.

Developmental Skills

1. Select appropriate background for specific rooms.
2. List factors that would influence choices of household accessories, linens, and tableware.

Extension Skills

1. Draw, to scale, a simple floor plan including arrangement of furniture.
2. Create or recycle a home furnishing item.
3. Apply the elements and principles of design to the selection and arrangement of home furnishings.
4. Discuss the labor-saving capacity of major appliances relative to their consumption of energy.

CAREERS

Basic Skills

1. Identify career opportunities in housing, home furnishings and equipment.

Developmental Skills

1. List factors contributing to employability in jobs related to housing, home furnishings and equipment.

Extension Skills

1. Evaluate job and career opportunities available in housing, home furnishings and equipment.

Human Development

DEVELOPMENTAL PROCESSES

Basic Skills

1. Explain the relationship of heredity and environment to human development.
2. Describe physical, mental, emotional and social development.

Developmental Skills

1. Discuss factors affecting personality development.
2. Define talents, skills.
3. List ways to develop talents, skills.
4. List the stages in the life cycle.

Extension Skills

1. Describe types of personalities.
2. Describe stages in the life cycle.

LIFE'S MAJOR DECISIONS

Basic Skills

1. List and explain steps in the decision-making process.
2. Define goals, values.
3. Identify major life occurrences requiring the decision-making process.
4. List coping methods.

Developmental Skills

1. Define short-term goals and long-term goals.
2. Identify personal values.
3. Discuss coping methods.

Extension Skills

1. Investigate agencies available to assist in coping with major life crises.
2. Explore personal career opportunities.
3. Research methods for prevention or alleviation of stressful situations.

STAGES OF HUMAN DEVELOPMENT

Basic Skills

1. Define the following stages of human development: prenatal, perinatal, childhood, pre-teen, teen years, adulthood, middle years, later years.

Developmental Skills

1. State characteristics of each stage of human development.
2. Give basic needs of each stage of human development.
3. Name major occurrences which may be anticipated during each stage of human development.

Extension Skills

1. Explain how specific major occurrences may be dealt with in a positive, constructive manner.
2. Plan activities which will stimulate positive development at various stages of development.

CAREERS IN HUMAN DEVELOPMENT

Basic Skills

1. List jobs and careers related to human development.
2. Identify human development jobs and careers available in the local trade area.

Developmental Skills

1. Name personal qualities and skills needed for a specific job/career in the field of human development.
2. Describe the responsibilities of a specific job/career in this field.
3. Research careers and occupational opportunities in human development.

Extension Skills

1. Compose a description for a specific job/career in human development.
2. Chart a career ladder for this field.

Interpersonal Relationships

PERSONALITY DEVELOPMENT

Basic Skills

1. Define personality, character, self-concept, values, and goals.
2. Name long- and short-term goals.
3. Name leadership traits.
4. List characteristics of a good citizen.

Developmental Skills

1. List factors that affect personality development.
2. List characteristics of a positive self-concept.
3. Identify ways to improve self-concept.
4. Discuss different theories related to personality development.
5. Analyze individual personality needs at various stages of development.
6. Identify influences on personal priority development and clarification.
7. Describe the levels of Maslov's hierarchy of human needs.

Extension Skills

1. Complete a personality inventory.
2. List a long-term goal and develop a plan for obtaining that goal.
3. From a list, rank values in order of personal preference.

PERSONAL DECISIONS

Basic Skills

1. Identify steps in decision making.
2. Define lifestyle, leadership, and citizenship.

Developmental Skills

1. List results of good decision-making skills.
2. Discuss relationship of values and goals to decision making.
3. Discuss how a personal decision affects other people.
4. Apply the steps in decision making to a given problem.
5. Discuss major decisions an individual may make during his/her lifetime.

Extension Skills

1. Identify factors that affect your decisions.
2. Analyze your responsibility as a family member to the community and neighborhood.
3. Identify a community need and develop a plan for personal involvement to help resolve that need.

COMMUNICATION

Basic Skills

1. List types of communication.
2. Define conflict.

Developmental Skills

1. Define levels of communication.
2. Identify communication problems which may lead to conflict.
3. Describe ways to resolve conflict.
4. List constructive and destructive results of conflict.
5. Describe ways to overcome communication problems.

Extension Skills

1. Analyze ways to communicate with people who have communication barriers.
2. Distinguish between "I" messages and "you" messages and discuss the implications of each.

RELATIONSHIPS OUTSIDE THE FAMILY

Basic Skills

1. Identify types of relationships.
2. Select from a list factors that affect relationships.

Basic Skills

1. Discuss characteristics of relationships.
2. Identify purposes of relationships.
3. Analyze types of relationships outside the family.
   a. Job
      (1) Peers
      (2) Subordinates
      (3) Authority
      (4) Professional
   b. Social
      (1) Acquaintances
      (2) Friends
      (3) Dating
      (4) Mate Selection

Extension Skills

1. Formulate a list of desirable employee/employer traits.
2. Analyze characteristics of a desirable marriage partner.

RELATIONSHIPS WITHIN THE FAMILY

Basic Skills

1. Define family.
2. List basic functions of the family.

Developmental Skills

1. List and describe changes in family structure.
2. Discuss ways to strengthen family relationships.
3. Identify the roles and contributions of family members during the family life cycle.
4. Discuss types of family relationships.
   a. Siblings
   b. Parents
   c. Grandparents
   d. In-laws
   e. Spouse
   f. Step-parents
   g. Step-children
   h. Foster family members
5. List examples of family crises.
6. Discuss factors that determine whether or not a particular event becomes a crisis.
7. Develop a list of sources for assistance in times of crisis.
8. Analyze factors affecting relationships within the family.

Extension Skills

1. Adopt a grandparent to honor.
2. Document changes in our society during the past 75 years.
3. Research and draw a family tree.

CAREERS IN INTERPERSONAL RELATIONSHIPS

Basic Skills

1. Identify professional career opportunities related to personal and family relationships.

Developmental Skills

1. Analyze the interrelationships of employment and home life.

Extension Skills

1. Research a career which would deal with relationships.

Parenting

CHILD DEVELOPMENT

Basic Skills

1. Name basic types of child development.
2. Describe stages of child development.
3. List ways children learn.

Developmental Skills

1. List ways parents can help children develop positive social skills.
2. Identify environmental factors that influence development.
3. Discuss ways parents can help children express emotions.

Extension Skills

1. Explain dominant and recessive hereditary traits.
2. Report on medical advances in treatment of hereditary diseases.

THE PARENTING PROCESS

Basic Skills

1. List factors to consider in making the decision to become a parent.
2. Identify rights and responsibilities of parents and children.
3. Identify ways a parent can provide a nurturing environment.
4. List factors to consider when selecting child-care services.
5. Define child abuse and neglect.
6. List types of discipline.
7. Contrast the meaning of discipline and punishment.
8. Discuss care of sick or injured child.
9. Define "special-needs" children.

Developmental Skills

1. List special problems of the one-parent family and the new parent.
2. Identify causes and symptoms of child abuse and neglect.
3. Discuss the effects of children on marriage relationships.
4. Recognize parenting strategies which could be used during family crises.
5. List professionals who can help with parenting problems.
6. List the costs of rearing a child.
7. Identify techniques for promoting positive behavior.
8. List indications of handicaps in children.
9. Identify characteristics of giftedness in children.
10. Discuss birthing options.

Extension Skills

1. Research methods of parenting children with special needs.
2. Research costs of opening and/or operating a private or franchise child-care facility.

CAREERS

Basic Skills

1. List jobs in which parenting skills would be helpful.
2. List qualities of an effective day-care worker.

Developmental Skills

1. List career opportunities for persons trained in parenting skills.

Extension Skills

1. Research a career in child care.

Personal Resource Management

KNOWING YOURSELF

Basic Skills

1. List basic human needs.
2. Define goals and values.
3. Identify talents, abilities, and skills.
4. List the stages in the life cycle.

Developmental Skills

1. Discuss basic human needs in relation to the stages in the family life cycle.
2. Discuss differences in short- and long-term goals.

Extension Skills

1. Develop a list of personal short- and long-term goals.
2. Make a plan for using talents, abilities, and skills in achieving goals.

EXPLORING AVAILABLE RESOURCES

Basic Skills

1. List resources available for meeting needs and goals.
2. Recall the steps in the decision-making process.

Developmental Skills

1. Compile a list of available community resources.
2. List ways to use the computer in personal and family management.

Extension Skills

1. Analyze the use of time for a specified period.
2. Make a plan for the wise use of time.
3. Apply the steps in decision making.

MANAGEMENT IN THE WORLD OF WORK

Basic Skills

1. List and define terms related to the world of work.
2. Identify the relationship skills necessary for job success.
3. List sources of information regarding job openings.
4. Complete a simple job application.
5. Identify points to consider when preparing for a personal interview.

Developmental Skills

1. Discuss jobs of the future.
2. Write a letter of application and a resume.
3. Explain basic communication skills involved in the world of work.

Extension Skills

1. Analyze employability skills necessary in the world of work.
2. Conduct a community survey to determine specific jobs available.
3. Simulate job interviews.
4. Compose a letter of recommendation.

MANAGING FINANCIAL RESOURCES

Basic Skills

1. Identify terms used in financial planning.
2. State reasons for good money management.
3. Identify common monthly expenses of families.
4. List advertising techniques.
5. Define terms related to credit and banking.
6. Write and endorse checks correctly.

Developmental Skills

1. Write a letter of complaint.
2. List negative and positive effects of advertising.
3. Reconcile a bank statement.
4. Prepare a financial plan.
5. Complete a credit application form.
6. List factors to consider when making consumer choices.

Extension Skills

1. Calculate the cost of credit.
2. Distinguish between factual and misleading advertising.
3. Discuss consumer rights and responsibilities.
4. Prepare a list of taxes to be paid and due dates.

MANAGEMENT AS RELATED TO HEALTH AND SAFETY

Basic Skills

1. Define terms related to cleanliness and sanitation.
2. List factors related to maintaining physical fitness.
3. Describe the effects of nutrition on health.
4. List good health habits.
5. List coping skills necessary for dealing with illness, disability, and handicaps.

Developmental Skills

1. Evaluate cleanliness and sanitation in one's personal living space.
2. Develop a physical fitness plan for one's specific needs.
3. Analyze menus in relation to the recommended daily allowance.
4. Discuss the importance of keeping immunization records.
5. List available community health services.

Extension Skills

1. List methods for coping with illness, disabilities, and handicaps.

ROLE MANAGEMENT OF FAMILY MEMBERS

Basic Skills

1. Identify family roles.
2. Identify ways family roles are established.
3. List factors that cause roles to change.

Developmental Skills

1. Discuss the changing roles of men and women.
2. List privileges and obligations for different family member roles.

Extension Skills

1. List ways that automation and technology have altered family roles.

USING RESOURCE MANAGEMENT TO MEET CHANGE.

Basic Skills

1. Define stress, abuse, and violence.
2. List symptoms of mental and emotional illness.

Developmental Skills

1. List agencies that offer assistance with problems in areas of abuse, violence, mental, and emotional health.
2. Discuss the causes and effects of divorce on the family and the community.
3. Explain the causes and effects of mental and emotional illness on the family and the community.
4. Discuss the effects of retirement, death, and loss of income on the family.

Extension Skills

1. Analyze causes of stressful situations.
2. Evaluate techniques used in coping with stress.

CAREERS IN RESOURCE MANAGEMENT

Basic Skills

1. List careers in resource management.
2. List desirable traits for a career in home management.

Developmental Skills

1. Discuss careers in resource management.

Extension Skills

1. Interview a person who has a career in resource management.

Child Care and Guidance Management and Services

EMPLOYABILITY SKILLS

Basic Skills

1. List sources of information about job openings.
2. Complete a job application form.
3. List interviewing techniques.
4. Name qualities of a good employee and employer.
5. Record wages and hours in a simulated situation.
6. Name various entry level jobs within the child care industry.

Developmental Skills

1. Compile a list of job opportunities in child care in the local trade area.
2. Prepare a personal employment portfolio including resume, letter of application, application form, letter of reference, list of five references, transcript, health records, and Social Security card.
3. Participate in a simulated job interview.
4. Describe appropriate business etiquette and job ethics.
5. Exhibit an acceptable level of productivity in two or more child care positions.
6. Explain reasons for and proper methods of terminating employment.

Extension Skills

1. Summarize laws, regulations, and policies regarding safety, health, and wages of employees.
2. Describe services offered by the Employment Security Division and those of a private employment agency.
3. Prepare a course of action to follow in case of job loss, injury, disability, or violation of work rights.
4. Set career plan, include check points and time line.
5. Write a job description for various levels of employment in child care.
6. Demonstrate comprehension of wages, payroll deductions, and fringe benefits.
7. List ways to prepare for a job in child care.

THE CHILD-CARE PROFESSION

Basic Skills

1. List reasons child-care services are needed.
2. Define caregiver.

Developmental Skills

1. List ways caregivers can interact with children.
2. List characteristics of a good caregiver.

Extension Skills

1. Trace the history of child care.

CHILD DEVELOPMENT

Basic Skills

1. Identify the sequential stages in the different types of developmental processes of children.
2. Explain the importance of self-concept in relation to a child's development.

Developmental Skills

1. Describe four pieces of play equipment and tell how each can be used to practice gross motor skills.
2. Explain the roles of a caregiver in handling positive and negative emotions in children.
3. Describe the process of intellectual development during the early years of childhood.
4. Explain the socialization process.
5. Specify factors contributing to healthful emotional development.
6. Analyze ways in which intellectual development is stimulated in the preschool years.

Extension Skills

1. Design an activity a caregiver might provide to help develop language skills of children in different age groups.
2. Research how goals of socialization differ from culture to culture, community to community, and family to family.
3. Design activities to promote specific types of development or attitudes in children.

HEALTH AND SAFETY OF CHILDREN

Basic Skills

1. List the symptoms of an ill child.
2. Describe procedures for care of a child who becomes ill or injured.
3. List necessary safety practices for a child-care center.
4. List information needed in order to provide proper emergency services in a child-care center.

Developmental Skills

1. Discuss characteristics of a healthy child.
2. Give symptoms of specific childhood diseases.
3. List factors which contribute to wellness in children.

Extension Skills

1. Design a safe play area for children and specify the equipment needed.
2. Assemble an appropriate first-aid kit for young children.
3. Evaluate safety of community playgrounds.
4. Develop a sample health record file for individual children in a child care center.
5. Outline childhood disease immunization choices.

GUIDING CHILDREN'S BEHAVIOR

Basic Skills

1. Differentiate between the meaning of discipline and punishment.
2. List reasons why children might misbehave.
3. Discuss the value of being consistent with children.
4. Explain the value of helping children develop the ability to direct their own behavior in a positive, reasonable way.

Developmental Skills

1. Describe how environmental factors may influence behavior.
2. Differentiate between the basic theories of discipline.
3. Describe special behavior problems of children and ways to deal with them.

Extension Skills

1. Research negative discipline and its relationship to behavior.

CARING FOR CHILDREN WITH SPECIAL NEEDS AND PROBLEMS

Basic Skills

1. Relate the role of a child care center to that of a child with special needs.
2. Identify physical, intellectual, social and emotional situations that would require special considerations for the caregivers.

Developmental Skills

1. List symptoms of child abuse and neglect and the responsibilities for reporting to appropriate agencies.
2. Describe how crises in the home influence a child's behavior and development.
3. List special considerations for care of special-needs children.

Extension Skills

1. Research job opportunities and needed training for working with special-needs children.

PLANNING AND MANAGEMENT OF A CHILD CARE PROGRAM

Basic Skills

1. Describe types of child care programs.
2. Identify child care program goals.
3. List components of a child care program.
4. Name personnel needed in a child care program.
5. Make a list of records that should be kept by a child care center.
6. Explain steps to be taken in establishing a child care center.

Developmental Skills

1. List advantages and disadvantages of different types of child care programs to parents, managers, employees.
2. Give specific duties and qualifications of child care center personnel.
3. List community resources available to enrich a child care program.
4. Describe management responsibilities in a child care center.

5. Discuss the importance of appropriate planned activities for children.
6. Give State guidelines and requirements for a child care program.
7. Explain how child care program goals may be achieved.

Extension Skills

1. Design a lesson with a specific purpose for a child care program. Evaluate its success or failure when carried out.
2. Develop an overview of a child care program. Include children's activities, sample routine and schedule, and assessment.

THE CHILD-CARE FACILITY

Basic Skills

1. List State specifications for a child care facility.
2. Name basic equipment necessary for a child care facility.

Developmental Skills

1. Describe suitable locations for a child care facility.
2. Explain features of a child care facility which assure an environment conducive to growth and development.

Extension Skills

1. Design and sketch a plan for a child care facility.
2. Select, from catalogs, equipment, and furnishings for a child care facility. Estimate total cost.

PRE-EMPLOYMENT LABORATORY EXPERIENCE

Basic Skills

1. Make a plan for carrying out assigned responsibilities in the lab experience.
2. Demonstrate proficiency in carrying out lab responsibilities.
3. Evaluate effectiveness of lab experience listing both strengths and weaknesses.

Developmental Skills

1. Describe responsibilities of position to which assigned.
2. Name personal qualities needed by a person assuming the specific responsibilities.
3. List equipment/supplies which may be needed in carrying out responsibilities.

Extension Skills

1. Evaluate lab experience for effectiveness.

Food Production, Management, and Services

EMPLOYABILITY SKILLS

Basic Skills

1. List sources of information about job openings.
2. Complete a job application form.
3. List interviewing techniques.
4. Name qualities of a good employee and employer.
5. Record wages and hours in a simulated situation.
6. Name various entry-level jobs within the food service industry.

Developmental Skills

1. Compile a list of job opportunities in food production management, and services in the local trade area.
1. Prepare a personal employment portfolio including resume, letter of application, application form, letter of reference, list of five references, transcript, health records, and Social Security card.
3. Participate in a simulated job interview.
4. Describe appropriate business etiquette and job ethics.
5. Exhibit an acceptable level of productivity in two or more food-production stations.
6. Explain reasons for and proper methods of terminating employment.

Extension Skills

1. Summarize laws, regulations, and policies regarding safety, health, and wages of employees.
2. Describe services offered by the Employment Security Division and those of a private employment agency.
3. Prepare a course of action to follow in case of job loss, injury, disability or violation of work rights.
4. Set career plan, including check points and time line.
5. Write a job description for various levels of employment in food production, management, and services.
6. Demonstrate comprehension of wages, payroll deductions, and fringe benefits.
7. List ways to prepare for a job in food production, management, and services.
8. Prepare a career ladder of jobs in food production, management, and services.

SANITATION AND SAFETY

Basic Skills

1. List acceptable sanitation standards in personal grooming, hygiene, and handling of food and equipment by food service employees.
2. Identify occupational safety hazards as related to equipment and surroundings in food service establishments.

Developmental Skills

1. Identify local, state, and federal health and safety standards for commercial food service establishments.
2. Demonstrate emergency first aid procedures for on-the-job accidents.
3. List food-borne illnesses and preventive measures.

Extension Skills

1. Describe acceptable procedures for recording and reporting accidents.

EQUIPMENT

Basic Skills

1. Identify large and small commercial food service equipment.

Developmental Skills

1. Demonstrate use, care, and storage of large and small commercial food service equipment.

Extension Skills

1. Critique a variety of existing commercial equipment related to the foods industry.
2. Research recent trends in commercial food equipment.

NUTRITION AS RELATED TO FOOD SERVICE

Basic Skills

1. Define nutrition.
2. List the six nutrients and the basic four food groups.
3. Identify menus/foods for general and modified diets.
4. Describe food preparation techniques which conserve nutrients.

Developmental Skills

1. Classify functions of the nutrients in the body.
2. Identify sources of each nutrient.
3. Adapt menus for modified diets.

Extension Skills

1. Plan and analyze regular diets for various dietary needs.
2. Prepare foods for a modified diet.
3. Research the role the food service industry plays in human nutrition.

SERVING OF FOOD

Basic Skills

1. Identify table appointments.
2. List basic types of food service.
3. Give guidelines for serving food to customers, patients, guests.

Developmental Skills

1. Illustrate simple table settings for a variety of types of food service establishments.
2. Describe three types of customer food service.
3. Explain procedures for taking orders, filling orders, and clearing tables.
4. State procedures for placing food on plates/trays so that it is served in an attractive manner.

Extension Skills

1. Arrange a variety of table settings.
2. Garnish and serve food attractively.
3. Create attractive garnishes for food.

PRODUCTION AND MANAGEMENT

Basic Skills

1. Name basic cooking terms.
2. List types of information that should be included in a standard recipe.
3. Demonstrate basic preparation techniques for commercial food service.
4. List various menu patterns used in commercial food service establishments.

Developmental Skills

1. Match basic cooking terms with proper definitions.
2. Arrange, in order, steps for following a standardized recipe.
3. Explain management skills needed for food production, cost control, and customer service.

Extension Skills

1. Exhibit proficiency in a variety of food preparation methods.
2. Adapt and prepare a standardized recipe for quantity food service.
3. Create menus for special occasion.
4. Apply managerial skills necessary for efficiency in food production, cost control, and customer service.
5. Prepare food from each of the following groups in a simulated lab situation: beverages, appetizers, breads, vegetables, meats, salads, sandwiches, desserts, fruits, soups, sauces, gravies.
6. State guidelines for receiving and storage of food supplies.

PRE-EMPLOYMENT LABORATORY EXPERIENCE

Basic Skills

1. Make a plan for carrying out assigned responsibilities in the lab experience.
2. Demonstrate proficiency in carrying out lab responsibilities.
3. Evaluate effectiveness of lab experience listing both strengths and weaknesses.

Developmental Skills

1. Describe responsibilities of position to which assigned.
2. Name personal qualities needed by a person assuming the specific responsibilities.
3. List equipment/supplies which may be needed in carrying out responsibilities.

Extension Skills

1. Evaluate lab experience for effectivenss.